

Virginia Department of Education
Application for New Career and Technical Education Program/Course
Directions

How do I access and interpret the necessary data for the revised Application for New Career and Technical Education Program/Course?

1. Identify occupations related to the proposed course.

Sample occupations for each cluster may be found in the Programs/Plans of Study available via http://www.doe.virginia.gov/instruction/career_technical/career_clusters/plans_of_study/index.shtml. Consider that the proposed course may enable a new course *sequence*, which opens up the range of occupations it supports.

2. Download the Excel file containing labor market data for your Local Workforce Investment Area.

- If you do not know your Local Workforce Investment Area, check out the map at <https://data.virginialmi.com/gsipub/index.asp?docid=388#WIA>.
- You may find the Excel workbook with the data you need for your LWIA at <http://ctetrailblazers.org/labor-market-data/>. Each workbook contains four sheets, entitled *LWIA Clusters Duplicated*; *Virginia Clusters Duplicated*; *LWIA SOC Summary*; and *Virginia SOC Summary*. **If you cannot immediately see all four sheets, which are labeled across the bottom of the page, use the left and right arrows at the lower right corner of the page to access them.**

3. Locate the occupations you identified in step 1.

- It is possible that you may not find the desired occupation listed at the level of the LWIA; this is because relevant employment data are not available. In this case, the occupation may or may not exist at the level of the Commonwealth.
- You may find *additional* occupations that relate to the proposed course. Consider adding these to your list.

4. Reference the column headings in the Excel workbook to identify *most* of the information required for Section H, Part 1.

- For the occupations you have identified, you will find the data for
 - Column 2 in the tab "LWIA Clusters Duplicated," under column I
 - Column 3 in the tab "LWIA Clusters Duplicated," under column H
 - Column 4 in the tab "VA Clusters Duplicated," under column I
- The data for column 6 may be found in the tab "LWIA SOC Summary," in column F, row 6
- The data for column 7 may be found in the tab "VA SOC Summary," in column F, row 6

5. Visit the Bureau of Labor Statistics Web site to find national-level data.

You may enter the occupations you have identified into the search box found on <http://data.bls.gov/projections/occupationProj> in order to determine the most recent national 10-year projection for the rate of employment growth. This rate will be found under the heading, "Employment change, 2014-2024: Percent." Enter this information in **column 5**.

6. Use your completed table to answer the questions posed in Section H, Part 2.